

**AMERICAN CONSULATE GENERAL
HAMILTON, BERMUDA
ANNOUNCEMENT NUMBER: 15-03**

OPEN TO: All Interested Candidates

POSITION: **Housing Assistant, FSN-08, FP-6**

OPENING DATE: September 28, 2015

CLOSING DATE: October 9, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/MOH/NOR: US\$****
(Position Grade: FP- 6 to be confirmed by Washington)

*Ordinarily Resident: BD\$72,637 p.a. (Starting salary)
(Position Grade: FSN-8)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General Hamilton is seeking an individual for the position of Housing Assistant.

BASIC FUNCTION OF POSITION

The employee will be responsible for locating appropriate housing for approximately 25 US Government employees; requesting approval to lease from the Department of State; preparing and maintaining leases; conducting move-in/move-out inspections; supervising housing maintenance staff and performing back-up receptionist duties.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below in their resume and/or cover letter, and to provide specific and comprehensive information in support of each criteria.

1. Completion of Secondary School is required.
2. Two years administrative experience, preferably in the field of Real Estate or facilities management required.

3. Two years of supervisory experience is required.
4. Sound knowledge of Microsoft Office Programs is required.
4. Strong interpersonal and negotiating skills is required.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFM's who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested candidates for this position should submit the following:

1. Application for Federal Employment (DS-0174); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Via e-mail:

HamiltonHR@state.gov

By Mail:

Attention: Human Resources
United States Consulate General
P.O. Box HM 325
Hamilton HM BX
Bermuda

Via Facsimile:
441-296-9233
Attention: Human Resources

POINT OF CONTACT

Name: Raynae Fleming
Telephone: 441-278-7506
Fax: 441-296-9233

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: OCTOBER 9, 2015

An Equal Opportunity Employer